Declassified in Part - Sanitized Copy Approved for Release 2012/08/13 : CIA-RDP70-00211R000900070014-9

Chief, Management Staff 2 December 1957

Chief, Records Management Staff

Weekly Report - Week Ending 25 November 1957

1. Contributions

a. Tangible

(1) The Records Center received 205 cu. ft. of inactive records and eliminated 212 cu. ft.

(2) Completed 13 new and revised forms.

(3) Installed the Subject Numeric Filing System in three branches in ORR and destroyed two cu. ft. of inactive records in connection with the installation.

(4) Made arrangements with Printing Services Division to over-print a supply of forms for use by Office of Operations. These forms were originally ordered by Staff D but a discontinuation of one of their projects caused them to be obsolete. A salvage savings of $6200 was made possible by this conversion.

b. Intangible

(1) Evaluated three employee suggestions and recommended their disapproval.

(2) Briefed personnel from the Analysis Division, ORR in the advantages of the subject filing system.

(3) In collaboration with a representative from the Contacts Division, the Records Center re-boxed and rearranged certain sensitive materials to facilitate reference to them.

2. Assignments - Active

a. Audit of Records Control Schedules.

(1) Office of Personnel - 90% complete.

(2) Office of Operations. Forms used by the Contacts Division are being reviewed.

Declassified in Part - Sanitized Copy Approved for Release 2012/08/13 : CIA-RDP70-00211R000900070014-9

Declassified in Part - Sanitized Copy Approved for Release 2012/08/13 : CIA-RDP70-00211R000900070014-9

c. Installation of Filing Systems

(1) Completed installations in 3 branches as indicated in 1a(3).

(2) Office of Personnel

d. Survey of Personnel-type Vital Records.

e. Twenty-five new and revised forms in process.

f. Forms Management Survey Printing Services Division. This project continues to pay dividends by combining and eliminating unneeded forms.

g. Shelf File Installations

(1) Personnel, Office of Communications. A plan is being developed which will free 12 safe cabinets, provide more usable file space and solve the floor load problems.

(2) Engineering Division, Office of Communications. A floor plan is being developed which will provide more file space in the same area and may eliminate the 10 five drawer non-safe cabinets.

(3) Map Library Division. The floor load problem can be relieved substantially by conversion to shelf filing. A plan is now being developed. In the meantime a requisition for 5 filing cabinets is bing held pending the development of a plan.

h. Film Index Graphics Register. Representatives of the office have been shown two types of equipment. A decision on which will suit their purposes best will be made next week.

i. Equipment Index, (Cards) Engineering Division. Proposal for use of a rotary type piece of equipment which will expedite references to the file and possibly eliminate four safes.

3. Assignments - Inactive

a. CI/OA Space Layout and Equipment Survey.

b. Industrial Registry Shelf File

c. Office of Security, Shelf File

Declassified in Part - Sanitized Copy Approved for Release 2012/08/13 : CIA-RDP70-00211R000900070014-9

Declassified in Part - Sanitized Copy Approved for Release 2012/08/13 : CIA-RDP70-00211R000900070014-9

4. [redacted]

a. Construction work on the [redacted] Center Addition has been stepped up; however the work is about thirty days behind schedule and with [redacted] it is not expected it will be ready for occupancy until about 1 April.

b. We are exploring with the Procurement Division the possibility of having vendors of shelf file equipment supply us with scale models to use for display and exhibit purposes.

[redacted] 25X1

25X1 Mgt/S/RMS/[redacted] (2 Dec 57)

Declassified in Part - Sanitized Copy Approved for Release 2012/08/13 : CIA-RDP70-00211R000900070014-9